

## ENGINEER'S/ARCHITECT'S PROFESSIONAL SERVICE INTEREST STATEMENT

PROJECT NAME:

1. FIRM NAME:

ADDRESS:

TELEPHONE NO.:

(If Joint Venture or Partnership so state. List Prime firm-subfirm; state amount of work to be shared and area of work. Attach organizational chart.)

2. SIZE OF FIRM: (San Antonio Office only) List only permanent employees receiving benefits as of the last full quarter prior to this submittal. (Do not include temporary employees nor contracted labor.)

Professionals

Technicians or  
Para-Professionals

Administrative

Minorities/  
Women:

Other:

Total:

3. EQUIPMENT & FACILITIES: (List any special equipment or facilities available to do the required work accurately and expeditiously.)

4. PRINCIPAL IN CHARGE OF PROJECT: (State amount of time devoted to the project. List education, registration and experience.)

5. **ENGINEER/ARCHITECT TO BE IN CHARGE OF THIS PROJECT:** (Give qualifications and experience for this type of work, to include education and registration.)
6. **OTHER ENGINEERS/ARCHITECTS OR PARA-PROFESSIONALS TO BE INVOLVED IN THIS PROJECT:** (List education, registration and experience as applicable.)
7. **OTHER PROFESSIONALS WHO WILL BE INVOLVED IN THE DESIGN OF THIS PROJECT:** (Give qualifications and brief experience. List subcontractors if applicable, their area of responsibility and experience.)
- 7A. List projects which reflect firm's prior cooperative efforts.
8. **GIVE A BRIEF DESCRIPTION OF FIRM'S QUALIFICATIONS:** (Be specific for area of work involved in this project. Also include dates and facility owner/representative for reference discussions.)
9. **FIRM'S AVAILABILITY:** (When can firm start work? Is there any concurrent commitment that would impede progress on this project, i.e. other jobs?)

**CAN YOU MEET THE PROPOSED TIME SCHEDULE FOR DESIGN OF THIS PROJECT?**

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

In questions 10-15 please refer to the definitions on the attached definition sheet in order to answer the questions properly.

10. ARE YOU A SMALL BUSINESS ENTERPRISE? (SBE)  
(IF YES, INDICATE BELOW)

\_\_\_\_\_ YES \_\_\_\_\_ NO

11. DO YOU OR YOUR TEAM QUALIFY AS A MINORITY BUSINESS ENTERPRISE?

\_\_\_\_\_ YES \_\_\_\_\_ NO  
(IF YES, INDICATE BELOW)

IF YES: CERTIFICATION NO. \_\_\_\_\_

\_\_\_\_\_ BLACK

\_\_\_\_\_ AMERICAN INDIAN OR ALASKAN NATIVE

\_\_\_\_\_ ASIAN OR PACIFIC ISLANDER

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ TWO OR MORE DIFFERENT MINORITY GROUPS

12. ARE YOU CERTIFIED BY THE SOUTH CENTRAL TEXAS REGIONAL  
CERTIFICATION AGENCY (SCTRCA) AS A WOMEN-OWNED BUSINESS  
ENTERPRISE? (WBE)

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES: CERTIFICATION NO. \_\_\_\_\_

13. ARE YOU CERTIFIED BY THE SCTRCA AS A DISADVANTAGED BUSINESS  
ENTERPRISE? (DBE)

\_\_\_\_\_ YES \_\_\_\_\_ NO  
IF YES: CERTIFICATION NO. \_\_\_\_\_

14. IF YES TO ANY OF THE QUESTIONS 10-13, LIST OWNERS AND PERCENTAGE OF OWNERSHIP: IF JOINT VENTURE INCLUDES A CERTIFIED MBE OR WBE INDICATE PERCENTAGE TO WHICH THE CERTIFIED MBE OR WBE MEMBER WILL PARTICIPATE:

\_\_\_\_\_ % WBE CERTIFICATE NO. \_\_\_\_\_

\_\_\_\_\_ % DBE CERTIFICATE NO. \_\_\_\_\_

15. PLEASE INDICATE THE TOTAL NUMBER OF EMPLOYEES IN YOUR FIRM.

16. ARE YOU A LOCAL BUSINESS ENTERPRISE HEADQUARTERED WITHIN BEXAR COUNTY?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

ARE YOU A LOCAL BUSINESS HEADQUARTERED WITHIN THE CORPORATE SAN ANTONIO CITY LIMITS?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

17. IF YES TO QUESTION 16, FOR WHAT PERIOD OF TIME HAS THE OFFICE BEEN HEADQUARTERED IN THIS AREA?

\_\_\_\_\_ YEARS

\_\_\_\_\_ MONTHS

18. IF NO TO QUESTION 16, DO YOU HAVE A BRANCH OFFICE LOCATED WITHIN BEXAR COUNTY?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

19. IF YES TO QUESTION 18, FOR WHAT PERIOD OF TIME HAS THE BRANCH OFFICE BEEN LOCATED IN THIS AREA?

\_\_\_\_\_ YEARS

\_\_\_\_\_ MONTHS

PLEASE INDICATE THE TOTAL NUMBER OF BEXAR COUNTY RESIDENTS EMPLOYED AT THE BRANCH OFFICE. \_\_\_\_\_

20. PAST CLIENT REFERENCES:

MUNICIPAL REFERENCES:

21. HAVE YOU BEEN INVOLVED IN LITIGATION OR FILED A CLAIM OR LAWSUIT WITHIN THE PAST FIVE (5) YEARS? ARE THERE ANY JUDGMENTS, CLAIMS OR SUITS PENDING OR OUTSTANDING AGAINST YOUR ORGANIZATION OR ITS OFFICERS?

IF SO, WHAT WAS/IS THE RESULT/OUTCOME?

22. SPECIAL CONSIDERATION: (EXTRAODINARY CAPABILITIES):  
FAMILIARITY WITH RULES, REGULATIONS, DESIGN CRITERIA, ETC. OF:

FAA	-	FEDERAL AVIATION ADMINISTRATION
EPA	-	ENVIRONMENTAL PROTECTION AGENCY
UDAG	-	URBAN DEVELOPMENT BLOCK GRANTS
CDBG	-	COMMUNITY DEVELOPMENT BLOCK GRANTS
OTHER	-	AS APPLICABLE TO THIS PROJECT

23. OTHER COMMENTS:

24. INDICATE CONTACT PERSON WHOM THE CITY CAN CALL UPON CONCERNING YOUR PROPOSAL OR SETTING DATES FOR MEETINGS:

NAME:

ADDRESS:

TELEPHONE NO.:

**NOTE: All submissions relative to this Interest Statement shall become the property of the City of San Antonio and are non-returnable.**

This RFQ does not commit the City to enter into a contract or provide reimbursement of any costs associated with this overall selection process. Final approval of professional services contract is subject to City Council approval.

Any and all information/charts/graphs, etc. produced as a result of this service (if selected) shall be the exclusive property of the City without restriction on usage.

Any and all costs associated with the preparation of any report or proposal in response to this RFQ shall be borne by the respondent.

Respondent acknowledges that all information submitted will be retained by City and is subject to the Open Records Act.

THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Signature of Principal

Date: \_\_\_\_\_

## **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS/NONDISCRIMINATION/CLAUSE**

The City of San Antonio's Affirmative Action Program requires that all City contractors having contracts of \$2,500 or more, including vendors, comply with paragraphs A through E of the Nondiscrimination Clause and all City contractors having contracts of \$10,000 or more comply with all of the paragraphs that follow:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.
- B. The Contractor agrees to post in a conspicuous place, available to the employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this Nondiscrimination Clause.
- C. The Contractor will, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive fair consideration for employment without regard to race, color, national origin, religion, sex, age, handicap, or political belief or affiliation. The Contractor will notify each labor union or representative of workers with which it may have a collective bargaining agreement or other contract understanding that the Contractor is bound by the terms of this contract and this Nondiscrimination Clause.
- D. The Contractor agrees to affirmatively abide by and cooperate in the implementation of the policies and practices set forth in this Nondiscrimination Clause, and any additional policies as may be required as a result of local, state or federal initiatives. The Contractor will furnish all information and reports requested by the City of San Antonio and will permit access to books, records, and accounts for the purposes of review and investigation to ascertain compliance with such rules and regulations.
- E. In the event of the Contractor's failure or refusal to comply with this Nondiscrimination Clause, this Contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.
- F. Contractors doing business with the City must submit an Affirmative Action Plan to the Office of Affirmative Action, Department of Personnel. The format of the Affirmative Action Plan will be designated by the Office of Affirmative Action, which shall evaluate the Plan and provide technical assistance. The Plan must be approved by the Affirmative Action Administrator or his/her designee prior to the execution of the contract.

**G. The Contractor agrees to implement its Affirmative Action Plan as approved by the Office of Affirmative Action, which shall monitor and evaluate compliance with this paragraph.**

**At the end of sixty (60) days from the date of execution of the contract, the failure of any Contractor to have an Affirmative Action Plan on file with the Office of Affirmative Action, approved by the Affirmative Action Administrator, shall constitute grounds for immediate cancellation, termination, or suspension in whole or in part. Such an action may also result in the Contractor being debarred from further contracts with the City of San Antonio.**



## ATTACHMENT

### I. \_\_\_\_\_ DEFINITIONS

- (A) **Bidder:** one who submits a bid to the City in response to bid or to a request for proposals.
- (B) **Certification:** the process by which the SCTRCA Program staff determines a firm to be a bona fide minority or women's business enterprise as set forth herein.
- (C) **SMWBA Program:** the Small, Minority and Women Business Advocacy Program.
- (D) **Supervisor:** the Supervisor of the SMWBA Program Office.
- (E) **Director:** the Director of the Economic Development Department
- (F) **Contracting Agency:** the City agency or department, or ~~authorized~~ representative of the City, which issues invitations to bid or request proposals.
- (G) **Contractor:** the person, firm, or legal entity with whom the City has entered into an agreement.
- (H) **Control:** the primary power to direct the management and operations of a business enterprise.
- (I) **Joint Venture:** an association that provides for the sharing of economic interest and the Equal proportionate control over management, interest in capital, and earnings. The Minority Business Enterprise/Women Business Enterprise joint venture must have a proportionate interest in the control, management, and operation of the affairs of the joint venture.
- (J) **Minority Business Enterprise (hereinafter referred to as MBE):** a sole proprietorship, partnership, or corporation owned, operated, and controlled by a Minority Group(s) who have at least 51% ownership. The Minority Group Member(s) must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. To qualify as a Minority Business Enterprise, the enterprise shall be headquartered in Bexar County for any length of time, or shall be doing business in a locality or localities from which the City regularly solicits, or receives bids on or proposals for, City contracts within the minority business enterprise's category of contracting for at least one year.